



2018 Invitation for President's Visit

District/Network Name: _____

Date of Event: _____ Dates Arrive/Depart: _____

The exact location of the Event (Send Detailed Directions):

Hotel/Facility: _____

Address: _____

Phone: _____ Confirmation #: _____

Will the President's room be in the same location? Y or N

If not, where will it be? _____

Who will be the President's Official Host/Hostess throughout the visit?

If this is a "District Event", what type of participation would you like from the President?

(Speaker: Luncheon, Breakfast, Workshop, Panel): _____

Anticipated attendance: _____ Time allotted for talk: _____ Time To Arrive: _____

Would you like the President to install new members? Y or N

Will there be another function, the President will be attending? (Ie: social, etc.): Y or N

Date: _____ Time: _____

Location: _____

Attire: _____

Will you need the following equipment: ___Screen ___Projector ___Speakers

****Please, have someone available to retrieve these items from the President upon arrival.***

Please supply/attach any additional information that may be helpful. (Event Flyer).

Name: _____ Phone: _____